



DEPARTMENT OF PERMITTING SERVICES

Marc Elrich
County Executive

Diane R. Schwartz Jones
Director

January 25, 2019

Dear FCC Applicant:

The process for application, renewal and payment of your Fire Code Compliance, Operational Permits and Individual and Corporate fire licenses has changed.

The Montgomery County Fire Marshal's office joined the Department of Permitting Services (DPS) in April 2016, to become the Division of Fire Prevention and Code Compliance (FPCC). Information about your permit and/or license will be available on the DPS website and coming soon you will be able to pay for these permits and licenses online.

Beginning January 2, 2019, FPCC permits and licenses will be processed by DPS Permit Technicians and a new fee schedule is in effect. The fee schedule is available on the DPS website at <https://www.montgomerycountymd.gov/DPS/Resources/Files/FPCC/DPSFY19FPCCFees.pdf>. Your existing permits and licenses will continue to be valid until their scheduled expiration dates. In the coming months you will receive expiration notifications with instructions on the new processes and about using DPS electronic programs. The most significant change is that you will no longer receive an invoice after an FPCC inspector has visited your site. Please note that the law requires that all FPCC permit and license fees to be paid prior to inspection or approval.

If your permit expired in December 2018 and you have paid the renewal fee either through the bank lockbox or mailed your check to DPS we will honor your payment under the old fee schedule. New permits and renewals for licenses and permits expiring in 2019 will be charged fees under the current fee schedule.

If you have questions or need to renew your permit or license, you may contact the Montgomery County Customer Center, MC311 at 240-777-0311 or you may send an email to DPS at dps.eServicesFPCC@montgomerycountymd.gov. We appreciate your patience as we improve to serve you better.

Sincerely,
Fire Prevention and Code Compliance Division
Department of Permitting Services



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www.montgomerycountymd.gov/dps